

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Solicitation For Offers (“SFO”)

DGS-SFO-DMV-2014-10

THE DEPARTMENT OF MOTOR VEHICLES COMMERCIAL DIVISION LICENSING AND ROAD TESTING

The District of Columbia’s Department of General Services (DGS) is seeking offers for land with improvements, or land with development capacity that satisfy the following minimum criteria:

- Approximately 2 acres of land featuring a building and adjacent Site Improvements;
- Building shall accommodate 8,500 to 10,000 sf of District Tenant Improvements for a DMV Customer Service Center a licensing testing facility; and administrative offices;
- Site Improvements shall accommodate 40 to 50 parking spaces for DMV permit holders and employees; and drive lanes for for road tests administered for passenger and commercial vehicle licenses;
- Drive lanes wide enough to accommodate 16-wheel commercial vehicles; and
- Developer/property owner has capacity to deliver program for all Tenant and Site Improvements as listed in “Turnkey Construction for Proposed DVM-Commercial Division Licensing” (“DMV-CDL Program”) per Attachment A.

Responsive offers, among other things, should propose a space option that is located in a single location within the District of Columbia. The Department of Motor Vehicles’ Commercial Division Licensing and Road Testing (“DMV CDL & Road Testing” is the District of Columbia agency designated to initially occupy the proposed property.

Background

The proposed DMV CDL & Road Testing facility shall provide the following services and have approximately 250 to 300 visitors per day:

- Commercial Driver License and Commercial Learner Permitting;
- Driver Road Testing for passenger and commercial vehicle drivers; and
- Driving Instructor Services.

Evaluation Criteria

The Evaluation Criteria is as follows:

- A. Agency Operation
- B. Rental Rate and Rent Structure
- C. Location
- D. Sustainability Requirements

Submission Instructions

Offerors shall submit their proposals by responding to or accepting each of the terms included under the Evaluation Criteria in the order and format presented below. Please clearly state any exceptions or substitute language to any of the terms listed below.

A. Agency Operation: To be evaluated based on the suitability of space to meet the operational needs of the agency.

Tenant: The District of Columbia, a municipal corporation, acting by and through its Department of General Services.

The District of Columbia agency initially occupying the Premises will be the Department of Motor Vehicles (“DMV”). Please confirm Tenant shall have the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease or otherwise require Landlord’s consent.

Site and /or Building: Please propose a property of approximately 2.0 acres of land with 8,500 to 10,000 SF of existing tenant improvements (contiguous) or capacity to build approximately 8,500 to 10,000 SF the same. The site should be capable of supporting Site Improvements consisting of approximately 40 to 50 parking spaces with drive lanes wide enough to accommodate up to a 16-wheel commercial vehicle for commercial testing. Please provide the following:

- Please provide legal address and current zoning;
- Square and lot(s), site area in square footage and acreage and site plan clearly outlining the boundaries of the site;
- Description of the condition of any existing improvements including building systems (DGS will consider sites without existing improvements);
- Description of the location and size of all existing and approved curb cuts; and,
- Description of nearby cross streets and major thoroughfares.

Landlord: Please provide ownership information including:

- Evidence of control of property and timely availability of the site for development or adaptive reuse of existing improvements;
- Proof of corporate Certificate of Good Standing in the District from Department of Consumer and Regulatory Affairs (DCRA)
- Management structure; and,
- Evidence of Landlord’s wherewithal to fund tenant improvements and ongoing building operations.

- Lender: Please provide a detailed description of any lender(s) associated with this property and any liens and/or ground leases that may or will encumber this Site / Improvements.
- Site Plan Test Fit / Massing Study: Once Tenant has reduced the options to a short list, Landlord shall upon Tenant's request, at its sole cost and expense without any reimbursement from Tenant, provide one test fit for the site plan and massing of improvements or programming of the existing improvements based upon program provided by Tenant. The Test Fit shall include one (1) revision and the architect shall be required to submit detailed pricing notes along with the Test Fit.
- Lease Term: Ten (10) year term beginning on the Rent Commencement Date.
- Option to Renew: Tenant requests an option to extend the term for one (1) additional period of five (5) years.
- Option to Purchase: Please indicate Landlord's willingness to include a purchase option within the Lease Term or Landlord's willingness to sell property in lieu of Lease.
- Lease Commencement Date: The Lease Commencement Date shall be the date of delivery of the entire Premises to Tenant with all of Landlord's Work (to be defined in LOI, per Attachment A) substantially completed and delivery by Landlord of a Certificate of Occupancy. Please indicate Landlord's estimate of earliest possible Lease Commencement Date as Tenant would like to be operational as soon as possible. Preference will be given to options capable of delivering by April of 2015.
- Rent Commencement Date: The Rent Commencement Date shall be the date upon which Tenant occupies the space for its intended use.
- Use: DMV's Commercial Division (licensing and testing); road testing facility for all DMV driving permit holders and associate administrative offices.
- Assignment / Subletting: Please confirm Tenant shall have the right, subject to Landlord's consent, which consent shall not be unreasonably withheld, conditioned or delayed, to assign the Lease or sublease all or any portion of the Premises.
- Parking: A total of 40 to 50 surface parking spaces free of charge.

Tenant Improvements: The District will give a preference to Landlords willing to provide a turnkey build-out per the District's specifications to be included in the LOI (Per Attachment A). If Landlord prefers to provide a Tenant Improvement Allowance (TIA), the District requires a non-restrictive TIA. Specifically, the District may use its allowance for hard and soft construction costs, IT, FF&E, specific electronic equipment and relocation services.

Brokerage: Savills Studley, Inc. is recognized as the exclusive broker representing Tenant in this proposed transaction. Upon execution of a lease agreement with the District of Columbia government, Landlord shall compensate Savills Studley, Inc. with a commission of 4.0% of the Lease value over the Lease Term.

<p>B. Rental Rate and Rent Structure:</p>	<p>To be evaluated in context of the overall value to Tenant and the competitiveness relative to market considering such factors as suitability of site, existence and condition of improvements, efficiency of site for layout of DMV program, proposed TIA and flexibility in the utilization of the TIA with preference for turnkey build-out, any escalations etc. Rent Structure should be considered on the following proposed structure. The terms below are based on rentable square feet.</p>
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Net Rent: Please submit a Net Rent net of Operating Costs and Real Estate Taxes. Escalations, if agreed to by the District, will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent.

Operating Expenses: If Tenant is the single occupant of the site and improvements, Tenant shall be responsible for all Operating Expenses (OpEx).

If it is a multitenant building, the Annual Rent for the first year shall include OpEx. OpEx are subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the first year OpEx will be verified by the District and the amount revised prior to lease execution.

Real Estate Taxes: If Tenant is the single occupant of the site and improvements, Tenant shall be responsible for all Real Estate Taxes (if any).

If it is a multitenant building, the Annual Rent shall include: the Real Estate Tax Base, which is based upon the real property and Business Improvement District (BID) taxes (the Real Estate Taxes) for the building or the portion of the building occupied by the District.

For multitenant options, commencing on the anniversary of the first lease year, the District will owe its proportionate share of Real Estate Taxes that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the amount revised prior to lease execution.

- Tenant Improvement Amortization: The annual amount of the amortized TIA over the term of the lease. TIA will cover construction, A/E services, programming relocation, FF&E and technology costs. Flexibility in the utilization of TIA is important.
- Total (“Annual Rent”) Total of all of the above factors.

Below is an **EXAMPLE** of how the proposed rent structure should be presented:

Net Rent	\$11.50
Operating Expenses	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	<u>\$ 8.00</u>
Annual Rent	\$35.00

C. Location: To be evaluated based on the accessibility of location for all the constituents the Agency serves.

Delineated Area: Within the District of Columbia, preference will be given to sites that offer multi-modal transportation options; i.e., with easy access to numerous major thoroughfares; direct/immediate access to bus routes, trolley stops and/or subway stations.

D. Sustainability Requirements

LEED Certification: Energy Star Certification for an existing building, or new construction is the minimum requirement. However, this minimum requirement is subject to applicable District Laws related to Sustainability, Anacostia Watershed Protection, and LEED (Leadership in Energy and Environmental Design) thresholds for District sites with spaces equal to the rentable square feet specified in this RFS.

Submission Format and Due Date

Please provide two (2) hard copies and two (2) electronic copies on CD in Microsoft Word and PDF of the written offers in 12-point font size on 8.5”x 11” paper. Offers must also include a **signed** DC DGS FORM S-103 [Click this link for DGS Standard Forms](#). Offers in hard copy form must be hand delivered to:

Department of General Services
ATTENTION: S.E. Ponds
 REFERENCE: **DGS-SFO-DMV-2014-10**
 2000 14th Street, NW - 8th Floor
 Washington, DC 20009
No phone calls please.

Facsimile offers **will not** be accepted. Each offer shall be submitted in a sealed envelope conspicuously marked: **“Offer in Response to DGS-SFOP-DMV-2014-10”**.

Offers must be submitted to DGS with all required supplemental information and documentation, by 3:00 pm, **Monday, November 24, 2014**, else the offer will not be considered.

A District Request for Space or Solicitation for Offers shall not be considered an offer to lease and DGS reserves the right to withdraw this solicitation at any time.